



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 18937 - Science and Technology Officer - GS-13

Salary Range: \$79,720 - \$123,234 (not applicable for detailees)

Vacancy Open Period: 10/17/2017 – 10/17/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ATF/SCI-TECH

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses:

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (ADNI/AT&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, innovatively applying advanced technologies and acquisition excellence. DDNI/AT&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition excellence addressing the key intelligence



challenges by leading advanced research and development focusing on disruptive technology leaps, integrating the IC Science and Technology (S&T) enterprise, developing and evaluating an IC-wide, end-to-end collection architecture to promote innovation and responsible financial stewardship, and establishing and maintaining an agile and transparent best-practice environment that promotes IC acquisition success.

Major Duties and Responsibilities (MDRs)

- Plan and implement activities in support of the identification and synthesis of future technology trends to guide IC S&T investments and develop periodic reports for the IC.
- Manage the collection and evaluation of, and advocate for, new innovative technology concepts to enhance operations and mitigate mission gaps across the IC.
- Manage the identification and review of substantive science and technology intelligence developments in coordination with the NISTC, and inform management and staff of emerging developments related to the S&T programmatic initiatives.
- Represent the organization at meetings, conferences, and other public forums to foster and cultivate strategic alliances with other IC components.
- Prepare a broad range of products to include substantive findings, reports, briefing papers, and other communication vehicles; provide advice on policies and procedures governing S&T intelligence information.
- Develop and sustain professional networks; conduct outreach and build coalitions across the IC and in operational and analytic communities.
- Support year round Intelligence Planning, Programming, Budgeting, and Execution (IPPBE) activities with the IC elements that will inform senior decision makers on key S&T issues.
- Assist in development of substantive evaluations of the S&T implications of the Unified Intelligence Strategies and support development of IPPBE engagement strategies.
- Plan, evaluate, and prepare estimates of the technical maturity of key technologies used in IC acquisition programs.
- Utilize a variety of methodological tools and approaches to depict a complex and significant S&T issues and incorporate findings into well-crafted, sophisticated products.

Mandatory and Educational Requirements

- Ability to understand and apply new scientific and technical advances from a range of technical disciplines.
- Knowledge and experience with the IC's technology community, including research and development entities, and broad understanding of the organizations, missions and functions, and operating practices of the IC.
- Demonstrated oral and written communication and interpersonal skills and the ability to work effectively with peers and stakeholders from across the IC and Department of Defense.
- Ability to resolve problems involving both technology and complex human relations or programmatic issues.
- Knowledge and experience with work of special significance or significant direct effects over a wide region especially critical to the IC programs.
- Ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, or software).
- Ability to lead and promote the development and use of a broad range of methodological tools and approaches to research, analyze, and present data (modeling, link analysis, graphics, or software).



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- Demonstrated ability to work within a wide area of responsibility carried out under administrative direction in terms of broad agency policies, objectives, and mission statements.

Desired Requirements

- **Experience:** At least two years of specialized experience equivalent to at least the next lower grade level in the normal line of progression for the occupation. **Education:** Bachelor's degree in communications or closely related discipline.

Key Requirements and How To Apply

For Joint Duty, paste only the Applicants from federal agencies within the Intelligence Community (IC) paragraph into the **Conditions** section

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.) and mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. **Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).**

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.) and mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-0736.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

OODNI Recruitment; Phone: 301-243-0736; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**